



Mslexia Publications Ltd Financial Controller (part-time)

Mslexia is seeking to appoint a part-time Financial Controller (40%) to implement all necessary policies and processes that will ensure the sound management of the company's financial affairs.

Background

Mslexia Publications Limited is a national publishing and outreach charity based in Newcastle upon Tyne. The launch of the magazine in 1999 added a new word to the language. 'Mslexia' is a portmanteau word that means 'women's writing' (*ms* is 'woman'; *lexia* is 'words').

Since its launch the company has expanded its activities to include print and ebooks, writing competitions, literary events and writing courses. Mslexia now has direct and interactive links to over 50,000 women writers via its publications, online 'Salon' community, and social media.

Though kickstarted with Arts Council and National Lottery funding, Mslexia now has a turnover of around £400,000. The company has been financially self-sufficient for over 20 years and flourishes on its income from subscriptions, competition entry fees, tickets sales and advertising revenue.

Mslexia is run by a team of eight full- and part-time women, and monitored by a supportive board of ten trustees, who meet quarterly.

Main responsibilities

Mslexia's financial independence has been achieved by careful stewardship of resources and judicious investment in new income streams, along with occasional external fundraising for project development.

In 2024 Mslexia contracted out its accounting, bookkeeping and payroll processes, and tax advice, to UNW LLP and uses the cash management consultancy Cascade to manage its cash reserves.

In that context, the purpose of the Financial Controller role is to further the company's business objectives by:

- Providing strategic and financial guidance to ensure that the company's financial commitments are met
- Developing all necessary policies and procedures to ensure the sound financial management and control of the company's business

Specifically, the Financial Controller will:

- Develop and control the company's annual operating budget to ensure that targets are met and financial and statutory regulations complied with
- With the Editor/Director report to the Board of Trustees quarterly, about performance relative to budget, highlighting successes, challenges and opportunities
- Review and monitor debtors on a quarterly basis
- Liaise with the Treasurer of the Board of Trustees on a regular basis regarding financial policies, budgets and statutory requirements
- Manage all bank accounts and ensure all payments (including payroll) are made on time and that cash reserves are organised to maximise interest
- With the Mslexia team, develop strategic plans to drive the development of the business
- Provide financial advice and guidance to the Mslexia team on the management of new and existing projects, to ensure they contribute to the income of the company
- Oversee the preparation of the company's annual accounts and ensure these are presented accurately and on time, with submissions made to Companies House and the Charity Commission
- Manage and develop the administration team
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company
- Procure, negotiate and monitor external contracts and services to ensure they operate effectively and provide the best value to the company
- Carry out all necessary actions to ensure that the company meets its financial and legal obligations
- Have a scrutiny role in ensuring that Mslexia meets its Charitable objectives

Main skills and experience required

- Strategic thinking and the ability to shape the company's financial strategy
- Senior-level accountancy experience, with a ACA, ICAS, ACCA and/or CIMA qualification or equivalent
- Hands-on day-to-day finance and cash management skills
- Experience managing, developing and supporting a small team
- Excellent interpersonal skills
- Commitment to furthering women's creativity

Terms

This is a permanent position. Payment for this 40% role is £14,000 pa, based on a full-time salary of £35,000. It might also suit someone working on a contract basis.

Two days per week is an average that will need to be worked flexibly within each quarter. Mslexia is a quarterly magazine and the organisation's Board of Trustees meets quarterly; the associated financial work fluctuates accordingly.

The Finance Controller will be expected to be primarily office-based, at Mslexia's premises in the centre of Newcastle-upon-Tyne.

How to apply

Applications: Please email kay@mslexia.co.uk, attaching a separate CV with contact details of two referees, plus a covering letter explaining how you are suited to the role and why you would like to work at Mslexia.

Deadline: Thursday, 24 April

Interviews: Week beginning 29 April (in Newcastle upon Tyne)